



Hendry County Sheriff's Office

General Order 5.12

TITLE: Cellular Telephones	SHERIFF'S APPROVAL: Digital
ORIGINATION DATE: February 2, 2019	REVISION DATE: May 14, 2019
RELATED REFERENCES: <i>Chapter 119 F.S., §316.305, F.S., GO 7.5 – Loss Control</i>	
CFA:	
REVIEW FREQUENCY: 3 YEARS	DATE OF NEXT REVIEW: May 14, 2022

I. PURPOSE: The purpose of this order is to establish guidelines for the proper use of agency issued cellular telephones.

II. SCOPE: This order shall apply to select sheriff's office members.

III. POLICY: Cellular telephones are issued to those individuals designated by the Sheriff or Chief Deputy for safety purposes and efficiency.

IV. PROCEDURE:

- A. The assignment of a cellular telephone is a privilege, and the assigned employee accepts full responsibility for the use, care, safety, maintenance and storage of the cellular telephone. Loss of a cellular telephone is handled in accordance with *GO 7.5 - Loss Control*.
- B. The Sheriff's office pays the monthly administrative fee associated with the cellular telephone use in accordance with current procurement contract arrangements.
- C. Cellular telephones will not be used for unit-to-unit communication instead of the radio unless reasonably warranted due to job assignment. This includes but is not limited to Telecommunication Center awareness of the status of an employee.
- D. Case reports should not normally be taken using any cellular telephone. The cellular telephone may be used to contact the victim or complainant and arrange an interview, but not to delay service and/or avoid direct personal contact.
- E. Text messaging while driving a HCSO vehicle is prohibited, per *Florida Statutes 316.305*.
- F. Employees will not forward HCSO phones to their personal cell phones.
- G. HCSO issued cellular telephone may be used to conduct official business when the use of a radio or hard line telephone is inappropriate, unavailable, or inadequate to meet communication needs.

H. Approved use of a Cellular telephone includes but is not limited to:

1. Conveyance of sensitive or restricted information.
 2. Undercover operations.
 3. Tactical operations, e.g. barricaded suspects, hostage situations, mobile command post.
 4. Catastrophic events, e.g. airplane crashes, hurricanes, floods, or fires.
 5. Lengthy communication with supervisors in the field or personnel at the station.
 6. Investigative surveillance where regular telephone use or radio use is not reasonably practical or would jeopardize the investigative effort.
 7. Contact with outside agencies or outside agency field units equipped with a cellular telephone.
 8. Communication beyond normal radio range.
 9. Returning/receiving HCSO business related telephone calls by personnel in the field during incidents in which direct contact between a deputy and the public is critical and other means of communication are not readily available or feasible.
 10. Incidents in which the use of a hard line telephone would be appropriate but the telephone is not available.
 11. When communication is needed and the use of the radio is not appropriate and other means of communication are not readily available or feasible.
- I. Cellular telephones will not be used to download videos, pictures, games, music, or any internet content except e-mail without prior supervisory approval.
- J. At the discretion of the employee's supervisor, Sheriff, Chief Deputy or Information Technology, random and periodic audits of a HCSO cellular telephone use may be made.
- K. Agency issued cellular telephones may be subject to public records laws, as well as federal and state rules for discovery.

V. GLOSSARY

CELLULAR PHONE – A telecommunication device that uses radio waves over a networked area and is served through a cell site or base station at a fixed location, enabling calls to transmit wirelessly over a wide range, to a fixed landline or via the Internet.

OFFICIAL BUSINESS – Any type of interaction with a private citizen or a public employee by a Sheriff's office employee who is acting in their official capacity on behalf of the Hendry County Sheriff's Office.

PERSONAL CELLULAR TELEPHONE – A cellular telephone that is owned by the employee; the agency is not responsible for the financial obligation incurred by the employee.

TEXT/TEXT MESSAGING – Reading from or entering data into any handheld device for the purpose of

short message service texting, emailing, instant messaging, obtaining visually assisted navigational information or engaging in any other form of electronic data communication.

Your electronic signature in Power DMS acknowledges you have read this policy and understand it.